



**Job Title: Development and Community Relations Associate- Fulltime Position**

**Job Posted: December 1, 2014**

**Position Availability: December 15, 2014**

Bethesda Academy is seeking a Development and Community Relations Associate to support the on-going mission of the school. Founded in 1740, Bethesda has relied heavily on the support from the Savannah community and we look forward to the upcoming 275<sup>th</sup> anniversary of the school as a key opportunity to continuously build on the goodwill of our donor, volunteer, and board constituencies. The position will be utilized in the following capacities: Special Events planning and logistical coordination; Data Collection for development activities; Marketing Support and follow-up; Liaison coordination for the Board of Governors, Women's Board; and internal campus communications; Volunteer coordination and "thank you" programs; Oversight and marketing of tours for the William H. Ford Visitor and Museum; and Work-Study mentoring for a small cadre of Bethesda students assigned to Museum and Tourism programs.

Further breakdown of the position details are as follows:

**Development Support** (President and Director of Development and Marketing):

Data entry for donations

Preparation of bank deposits and daily reports

Make bank deposits and pick up mail from PO Box

Generate mailing lists

Oversight of the Wm. H. Ford Museum & Visitors Center, and related tours

Helping set up presentations and speaking engagements for President and Director of Development and Marketing

**Special Events:**

Serve as primary point of contact for Bethesda's two major fund raising events

(Scholarship Gala – May; Sporting Clays – November)

Coordinate event logistics, including rentals, vendors, in-kind sponsorships

Manage event committees, if applicable

Work with Director of Development and Marketing and President on theme and order of the event

Coordinate travel, hotel, etc. for keynote speakers or special guests

**Marketing Support:**

Maintain advertising contracts and deadlines

Prepare check requests for invoice payments

Assist in securing quotes for advertising and print collaterals

Assist in maintenance and updating of website(s)

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### **Communication Liaison:**

#### *Bethesda Board of Governors –*

- Prepare and send board meeting packets prior to board meeting
- Take minutes at the board, executive, and finance committee meetings

#### *Women's Board of Bethesda –*

- Attend Women's Board of Bethesda meetings
- Coordinate Honor Roll lunches
- Continuously reinforce the mission and needs of Bethesda Academy

#### *Internal Communications –*

- Maintain campus calendars

#### *Volunteers –*

- Streamline, coordinate, and train (if necessary) volunteers
- Manage "thank you" and birthday correspondence

### **Campus Rentals:**

Proactively promote Bethesda as a premier event venue for corporate events and retreats

Maintain relationship with Visit Savannah Travel and Tourism group

Serve as Bethesda representative for the Moon River District collaboration

### **Work-Study Mentor:**

High School students will be assigned to this position as a work-study class; therefore, it is imperative to incorporate student involvement as appropriate to create a unique learning experience, as well as valuable job/interoffice skills and behaviors. Students will need to be graded on whether they demonstrate an understanding and working knowledge of job-specific skills.